UNITED STATES GOVERNMENT

Memorandum

TO: DCM recipients   DATE: April 6, 2005

FROM: Barbara B. Tillett, Chief
Cataloging Policy and Support Office

SUBJECT: *DCM Z1:* Contents (p. 1), 010 (p. 2-3), 1XX (p. 1-3), 667 (p. 2, 5-6), 670 (p. 6), 7XX (p. 1-2), Appendix 1 (p. 1-14), Appendix 2 (p.1-9)
MARC 21 Authority: LC Guidelines: Introduction (p. 1), 024 (p. 1)

This update package includes the following for the <u>yellow</u> pages (*DCM Z1*):

- addition of information in the 010 section about the LCCN generator used in LC's ILS
- addition of Appendix 1: Headings for Ambiguous Entities (formerly DCM Z11)
- revision of the Appendix for Canadian Headings to change the name of the National Library of Canada to Library and Archives, Canada (LAC) and to retitle the Appendix as "Appendix 2: Canadian Headings"
- revisions to correct citations and clarify wording.

Also in the update package are two blue pages (*MARC 21 Authority: LC Guidelines)*:
- a revision of p. 1 of the Introduction and
- a new page for the 024 field.

CONTENTS

010 Guidelines for Library of Congress Staff:

**<u>Generation of Library of Congress Control Numbers (LCCNs) for name and series
authority records</u>**

LCCNs for name and series authority records ("n" numbers) are assigned through
software (called "Number Generator" and referred to as the "the application") developed for this
purpose. The application must be installed on a staff member's PC using the instructions below.

Installing the application: Go to http://www.loc.gov/staff/catdir/installs/ and click on
"Install" next to "LCCN Generator for Name and Series Authorities." This results in a window
labeled "File Download." Click on "Open followed by clicking the "OK" button. The
application is copied to the staff member's PC and an associated icon is put on the desktop to
facilitate use of the application.

Using the application: When a name or series authority record is needed, before creating
it, click on the Generator icon for name and series LCCNs:

The Generator displays a new LCCN for a name or series authority record:
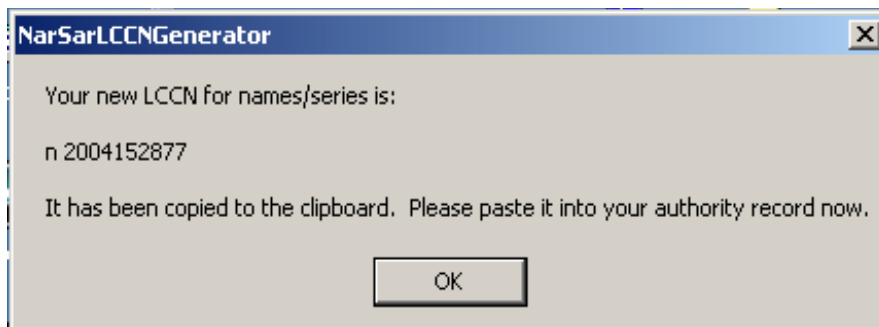
There is no need to write down the LCCN because it is automatically copied to the clipboard and
is ready to paste into an authority record. Initiate creation of the authority record. However this
is done, immediately paste the LCCN into field 010 to avoid accidentally erasing the LCCN
from the clipboard by using the clipboard for another purpose. Insure that field 010 exists and
contains subfield $a. Paste the LCCN in the 010 $a subfield; it will be properly structured

according to the conventions of MARC 21for LCCNs in field 010. (Note: pasting must be done |
within the Voyager screen; pasting into another application like Notepad may result in the LCCN |
not being visible.) |
                                                                                                             |
       CAUTION: It is critical that the "Authority Import/Replace Profile" under the "General" |
tab of the "Session Defaults and Preferences" window under "Options --> Preferences" is set to |
"ARLCCNadd" to avoid pasting the same LCCN into another authority record and saving more |
than one record with the same LCCN. |
                                                                                                             |

1XX   Headings

General

When modifying an authority record for another reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

NARs

For procedures involved with Canadian name headings, see DCM Z1 Appendix 2: |
Canadian headings. |

British Library records. The British Library must be consulted prior to making any change to the 1XX field of a record it has contributed (i.e., any record with the code "Uk" in 040 subfield $a). Send an email message to nal-queries@bl.uk giving the Library of Congress Control Number (LCCN) of the record and a brief explanation for the proposed change. Fax supporting information for the proposed change if such information would be useful (International: +44 1937 546562).

English Short Title Catalogue (ESTC) project. These headings are submitted by the British Library in connection with the English Short Title Catalogue project. Do not change an ESTC heading without permission from CPSO. ESTC records can be recognized by the following elements:

(1)   subfield $a of the 040 field contains Uk-ES, Uk/ESTC-NA, or Uk/LU-ECT.

(2)   the first 670 citation might not represent the publication that caused the heading to be established. Thus, the parenthetical statement of the title page form may not include all elements in the heading or may reflect a variant form.

(3)   references might not be justified by information cited in 670 fields.

(4)   there will be a note in a 667 field: Data provided by ESTC/BL.

NLM records. National Library of Medicine (NLM) catalogers take into account headings and usage in the NLM bibliographic and authority files when preparing new AACR2 headings. They also change AACR2 headings already formulated by LC when the NLM files support a different heading. For headings used by NLM, the NLM heading has precedence over

the LC heading when:

(1)   the LC heading has not yet been coded for AACR2, and the NLM heading has already been established as AACR2;

(2)   the LC heading has been coded as AACR2-compatible (008/10 = d) and NLM has established the heading as "pure" AACR2 (008/10 = c);

(3)   both libraries have headings already coded as "pure" AACR2 and NLM has a greater number of bibliographic records in support of its heading than LC has in support of its heading. (If the number is equal, the better heading is chosen, basing the decision on judgment.)

SARs

When creating an SAR for an entity already represented by an existing NAR, either cancel the NAR or convert the NAR to an SAR.

When trying to decide if a publication is a series or a multipart item, consult the "Multipart Item vs. Series" guidelines in LCRI 1.6.

For the title proper of a multipart item, consult AACR2 1.0A2b. |

Choosing a monographic series title proper:

(1)   If the item in hand has more than one form of series title, consult AACR2 1.6B2 and .0B2 in the AACR2 chapter for the material being cataloged (.0B3 in ch. 3 & 12). |

(2)   If the item in hand has the series title in more than one language or script on the same source, consult AACR2 1.1D2 and its LCRI.

(3)   If the item in hand has series title pages in more than one language and or script and the series title appears on each of the sources in the appropriate language or script, consult AACR2 1.0A3a)ii). |

(4)   Consider spacing and changes in typography when determining where the series title begins and ends. Also consult AACR2 12.1B3 and its LCRI.

Establishing an SAR heading:

(1)   Determine choice of entry based on chapter 21 of AACR2.

(2)   Exclude from the heading the following information included in the series statement in the analytic bibliographic record:

(a)   initial article in subfields $a, $t, $n, and $p;
(b)   other title information;
(c)   statement of responsibility;
(d)   parallel title(s);
(e)   ISSN;
(f)   numeric/chronological designations.

(3)   Add a parenthetical qualifier(s) if appropriate according to the guidelines in LCRI 25.5B.

(4)   If there is an AACR2 bibliographic record for a serial or monographic series collected set in the LC Database, check the 042 field (authentication agency code).

(a)   If the 042 shows **lc or lcd alone or in addition** to other codes, use the choice and form of entry of the serial record as the series heading unless there is a clear-cut error. An error in <u>form</u> of qualifier may be corrected; <u>choice</u> of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

(b)   If the 042 field shows **only msc, nsdp, isds/c, or nst**, determine the AACR2 choice and form of entry yourself. If there are discrepancies in the choice or form of heading, notify the Cataloging Sections, Serial Record Division.

(5)   If the bibliographic record for a serial or monographic series collected set is not an AACR2 record, determine the AACR2 choice and form of entry yourself. Notify the Cataloging Sections, Serial Record Division.

(6)   **If** you searched the non-LC CONSER records in OCLC (remember: you |
are <u>not</u> required to search),

(a)   do not use a heading from a record in the following categories:
  • 010 prefix is "cf"
  • 010 prefix is "cn" and 040 $b is "fre"

(b)   use the choice and form of entry on records with 042 code of **lcd** as the heading unless there is a clear-cut error. An error in <u>form</u> of qualifier may be corrected; <u>choice</u> of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

when making any other change to the records.

(2)   Notes indicating that a geographic name heading is not appropriate for use as a geographic subdivision

PCC optional practice:

Add a 667 note to name authority records for geographic headings that are not appropriate for use as geographic subdivisions in subject cataloging usage (Per SCM H 835) | when the name represents an entity within a city and is qualified by the city name. Such notes will most frequently be needed for names of city sections, districts, neighborhoods, etc. Make no changes to values in bytes of the 008.

```
667   $a SUBJECT USAGE: This heading is not valid for use as
         a geographic subdivision.
```

Example:

```
151   $a Hollywood (Los Angeles, Calif.)
667   $a SUBJECT USAGE: This heading is not valid for use
         as a geographic subdivision.
```

Follow these guidelines for newly-created authority records. Add the note to an existing record when making any other change to the record.

See DCM Z1 781 for guidelines on adding 781 fields to name authority records for geographic headings that may also be used as geographic subdivisions.

MESSAGE notes (LC practice)

Use notes in the 667 field to indicate that an authority record is not yet finished or that it needs further investigation. Use the notes only when the work cannot be completed promptly.

If a new authority record cannot be completed immediately, adjust the code in LDR/17 from "n" to "o" and add a 667 note: "MESSAGE: Early notice." When the record has been completed, change the code back to "n" and delete the 667 MESSAGE note.

If an existing authority record needs investigation that cannot be completed immediately, adjust the code in 008/31 from "a" to "b" and add a 667 note: "MESSAGE: Being updated. [code and date]" (Additional information explaining the problem may be added, if considered useful.) When the record has been revised as necessary, change the value back to "a" and delete the 667 MESSAGE note.

```
                    Education
          667  $a Issued by various agencies of the West German
                    government, e.g., Presse- und Informationsamt,
                    Bundesministerium der Justiz, Bundesministerium für
                    Forschung und Technologie
```

|

(4) Notes re type of publication:

If the series is a document series, give a 667 note.

```
          667   $a Document
```

LC practice: If the series is a technical report, give a 667 note and include the location of issues in LC.

```
          667  $a Technical report.  Generally, issues of this series
                    are uncataloged in LC; they are in the Science,
                    Technology, and Business Division [or: in the Asian
                    Division].  If volumes have been cataloged, the
                    bibliographic records can be found by searching for
                    the series heading above.
```

If the publication has changed its identity (e.g., from a monographic series to a periodical), give a 667 note that indicates what happened which will explain why a full set of analytic records is not available.

```
          667  $a Telephone call to publisher, 11-2-88:  Change in
                    pattern of publication; v. 1-17 monographic works,
                    v. 18- collections of articles
          667  $a Publication was periodical for v. 1-3; monographic
                    series beginning with v. 4
```

LC practice: If LC has changed its decision about a title being a series, summarize the earlier treatment.
```
          667  $a Vols. 1-25 considered a series (classified as a
                    collection, not analyzed [call no.])
          667  $a Considered a series (classified separately, traced)
                    previous to AACR 2
                         [on a series-like phrase SAR]
          667  $a Considered a phrase previous to AACR 2
                         [on a series SAR]
```

(5) Notes re handling of series-like phrase:

```
          667  $a Do not give as a quoted note
          667  $a Give as a quoted note
          667  $a Give as a quoted note if [name of publisher] is not
                    recorded in the publication, distribution, etc. area
                    of the bibliographic record
                         [for phrase that combines name of publisher and
                         a generic term]
          667  $a Is an imprint, not a series.  Record in publication,
                    distribution, etc. area of the bibliographic
```

```
           record
                [for imprint that could be construed to be
                title, e.g., Metropolitan Books]
667  $a Give as a quoted note, including the number, e.g.,
        AAI no. 85-41
667  $a Give as other title information in the title and
        statement of responsibility area of the
        bibliographic record
```

(6)   Notes re undifferentiated phrase record |

When converting a series-like phrase for a single phrase to an undifferentiated phrase
record to cover the same phrase used by more than one publisher, give a 667 note using the
wording given below. (See the Introduction yellow pages for more information about these
records.)

```
           667  $a Undifferentiated phrase record:  Covers all
                   instances when this character string used by any
                   publisher is considered to be a series-like phrase;
                   if character string is to be a series, separate
                   SAR has been made.
```

Give a second 667 note: "Give as a quoted note." If a different handling is desired for |
one instance of the phrase, either (a) make a separate phrase SAR and add a qualifier to its |
heading, or (b) add another 667 note in the undifferentiated phrase SAR: "For resources |
published by [_____], give the phrase as [_____]." |

(7) *LC practice:* Notes re change in selection decision:

```
           667  $a Not acquired in LC after 8-22-88. Volumes cataloged
                   before 8-23-88 were classified separately, analyzed
                   in full, traced
           667  $a Not cataloged in LC after 9-30-90; LC keeps current
                   issues only
           667  $a Not acquired in LC after 3-10-92. Volumes in the
                   collection have been discarded
           667  $a Not acquired in LC after 5-28-84. Volumes cataloged
                   before 5-29-84 were classified as a collection
                   ([call no.]), analyzed in part, traced
```

                                                                                                 |
(8) Miscellaneous notes for whatever information needs to be conveyed: |

```
           667  $a Previous to AACR 2 subsumed under made-up set for UN
                   documents
                     [See 64X yellow pages for more information about
                     UN documents]

           667  $a First printing of vol. 8 of the Princeton
                   theological monograph series erroneously carried the
                   series statement:  Pittsburgh theological
```

Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

(1)   References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.

(2)   References made on the basis of the cataloger's awareness of different romanizations or orthographies.

(3)   Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.

(4)   References made on the basis of information from the Library and |
        Archives, Canada (cf. DCM Z1 Appendix 2: Canadian headings). |

(5)   References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

(6)   References made on the basis of information from the British Library as part of the English Short Title Catalogue project.

(7)   Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

7XX   Heading Linking Entries

General

The use of this field in NARs or SARs is limited to recording the authorized form of name from a national bibliography. The purpose of including a 7XX in a NAR or SAR is usually to allow a National Bibliography Agency (NBA) to retain its preferred form of name in its own bibliographic database, while still contributing name authority records to the national authority file (NAF) under NACO standards.

Indicators

Use the appropriate first indicator. Use second indicator value 7 (the value most appropriate for this application of the 7XX field).

Subfield $2

A 7XX field using second indicator value 7 must contain a subfield $2 and a code to identify the source of the heading.

A NBA, such as a national library or other agency responsible for maintaining a national bibliography, must apply to the LC Network Development and MARC Standards Office (NDMSO) to obtain a code which will become part of the *MARC Code List for Relators, Sources, Description Conventions*. Information on the process of applying for codes is available from the NDMSO ndmso@loc.gov, or at: http://lcweb.loc.gov/marc/relators/

MARC 21 model: 7XX for alternate authorized form of name

Consult the LC Cooperative Cataloging Team before including 7XX fields in NARs or SARs.

Initially, the 7XX model will be limited to records created by NBAs and under certain conditions by designated NACO contributors authorized by the NBA from within the same geographic jurisdiction, for the sole purpose of recording the form of heading used in its national bibliography.

NACO contributors from within the same geographic jurisdiction as the NBA that wish to create or modify 7XX headings should request permission directly from the NBA that controls the national bibliography. These arrangements are to be made between the NBA and the individual institution and will not be administered by the PCC or the Library of Congress; nonetheless, the NBA is expected to notify the Cooperative Cataloging Team when making these agreements and provide a list of libraries authorized to create or modify 7XX fields. The responsibility for applying for a subfield $2 code resides with the NBA; once the proper code is identified, it should be used as needed in 7XX fields input by any library.

This policy will be evaluated after a sufficient period of using the 7XX approach, but not sooner than a year.

Guidelines for including 7XX and subfield $2 in an authority record

A NBA or NBA-designated NACO library may include an alternate authorized form of name in a new or extant NACO record in the 7XX field as defined by the *MARC 21 Authority Format* and NACO guidelines:

• The NBA should consult with the Cooperative Cataloging Team before using 7XX fields in name or series authority records.
• The 7XX must include a subfield $2 code to identify the NBA's authority file as the source of the name in the 7XX. The source code should be requested from the LC NDMSO by   the appropriate national library or NBA.
• A 7XX heading in a NACO record may be modified only by the NBA and/or a NBA-designated NACO library.
• The NBA and/or NBA-designated NACO library contributing the 7XX form is responsible for any maintenance to the NAR if the form of name authorized by the NBA changes.
• The NBA is advised to consider the impact of 7XX fields on its internally-used system (e.g., indexing, record maintenance) and consult with its system vendor prior to using 7XX fields.

Sample record

1XX __ $a [Authorized NACO AACR2 form]
4XX __ $a [Variant form]
670 ## $a [Citation] $b t.p. ([Usage or 1XX]) p. 5 ([Usage for
         4XX])
7XX 17 $a [Alternate authorized form] $2 [source code]

Current status of the 7XX in the NAF

NACO records containing 7XX fields are distributed by the LC Cataloging Distribution Service, as are all name authority records in the LC/NAF. Currently, the records in the LC/NAF with 7XX fields are those from the Library and Archives, Canada, as imported into the LC/NAF by LC catalogers. The 7XX fields have been implemented in the LC ILS, but LC does not yet use the 7XX fields in its own cataloging.

LC/NACO practice: Allow the 7XX fields to remain in records unchanged.

| **APPENDIX 1: HEADINGS FOR AMBIGUOUS ENTITIES**

Headings for Ambiguous Entities

1   INTRODUCTION

1.1   Background

Most headings fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, uniform titles, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

a)   whether the heading should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and

b)   how the headings should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of headings for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

a)   the responsibility for establishing the headings;

b)   the conventions to be used in formulating the headings;

c)   the tags to be used for content designation; and

d)   the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the "logical" inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate name headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group. PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of headings that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain "geographic" entities. The PCC approved the task group's recommendations, and the results are reflected below.

1.2.   General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept "corporate body" but are also judged to exemplify the concept "geographic" and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as main or added entries in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) The provisions herein refer to "need" or "use" in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to main or added entry headings required by LC's policies on main and added entries and to cross references traced on name and series authority records. "Need" and "use" do not refer to subject entries even if a descriptive heading is involved.

c) When using an existing heading in an access point on a new record, adjust the tagging on existing authority and bibliographic records to reflect current policy.

d) When changing the form of an existing heading, adjust the tagging on existing authority and bibliographic records to reflect current policy. (Note that a qualifier may need to be added, or the type of qualifier may need to be changed.)

e) *NACO libraries*. If a Group 2—Subject Authority Group heading is being used as a main or added entry, the NACO library should notify the Cooperative Cataloging Team (Coop), RCCD and provide a brief explanation through electronic mail. Coop will then follow the instructions in Z11.3.2 to refer them to the Cataloging Policy and Support Office (CPSO). (If the heading is being used as a subject entry only or if the main or added entry is not in accord with LC's policies on main and added entries, the NACO library will *not* submit a name authority record.)

f) *Canada*. Follow normal routines for verification with the Library and Archives, Canada (LAC) (cf. DCM C2) and then with the LAC response, apply also the directions in Z11.3.2. (Note that this applies to main and added entries used in descriptive cataloging only.)

1.3   Specific procedures

Headings have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of headings are given at the end of this DCM. The lists are updated as the need arises; refer potential additions to CPSO.

2   GROUP 1—NAME AUTHORITY GROUP: Headings always established according to descriptive cataloging guidelines (AACR2 and LCRI); authority record always resides in the name authority file.

2.1   Implementation

Establish the headings according to the usual descriptive cataloging rules and

procedures. If a heading in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

2.2   *Airports*

Establish the heading for an airport according to the provisions for any other corporate body (see *Library of Congress Rule Interpretations* (LCRI) 24.1).

> 110 2# $a San Francisco International Airport[1]
> 110 2# $a Logan International Airport (Boston, Mass.)
> 110 2# $a Jan Smuts Airport (Johannesburg, South Africa)
> 110 2# $a Greater Cincinnati International Airport
> 110 2# $a Davis Airport (Montgomery County, Md.)
> 110 2# $a Davis Airport (Luzerne County, Pa.)

2.3   *Arboretums, botanical gardens, herbariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 24 of AACR2. For other gardens, parks, etc., see Group 2.

> 110 2# $a State Arboretum of Utah
> 110 2# $a Missouri Botanical Garden
> 110 2# $a National Zoological Park (U.S.)
> 110 2# $a Hayden Planetarium
> 110 2# $a Miami Seaquarium

2.4   *Cemeteries, concentration camps, country clubs*

After July 1996, Cemeteries, concentration camps, and country clubs are treated only as Group 1 headings. Establish them in accordance with the general principles for corporate name headings (chapter 24, AACR2) (see LCRI 24.1).

> 110 2# $a Arlington National Cemetery (Arlington, Va.)
> 110 2# $a Riverside Cemetery (Jackson, Tenn.)
> 110 2# $a Cmentarz Ewangelicko-Augsburski w Warszawie
>   (Warsaw, Poland)
>
> 110 2# $a Auschwitz (Concentration camp)
> 110 2# $a Nēsos Gyaros
>
> 110 2# $a Riomar Country Club
> 110 2# $a Manteno Young Women's Country Club

2.5   *City sections*

City sections, including city districts and neighborhoods, are treated only as

---

[1]MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2, especially 23.4F2) (see LCRI 23.4F2).

> 151 ## $a Georgetown (Washington, D.C.)
> 151 ## $a Greenwich Village (New York, N.Y.)
> 151 ## $a Loop (Chicago, Ill.)
> 151 ## $a Rive gauche (Paris, France)

2.6   *Collective settlements, conservation districts, communes, sanitation districts, etc.*

Collective settlements, conservation districts, communes, sanitation districts, etc., are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2).

> 151 ## $a Amana Society (Iowa)
> 151 ## $a Santa Cruz County Sanitation District (Calif.)
> 151 ## $a Englewood Water District (Fla.)
> 151 ## $a Chicago Park District (Ill.)

2.7   *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of chapter 24, AACR2 (see LCRI 24.7 and 24.8).

> 111 2# $a Rose Bowl (Football game)
> 111 2# $a Tournament of Roses
> 111 2# $a Miss America Pageant
> 111 2# $a World Cup (Soccer game)
> 111 2# $a Tour de France (Race)
> 111 2# $a International Henryk Wieniawski Violin Competition
> 111 2# $a World Jamboree of Boy Scouts
> 111 2# $a Athens Black-eyed Pea Jamboree
> 111 2# $a National Folk Media Festival ǂd (1988 : ǂc Nairobi,
>   Kenya)
> 111 2# $a Fiesta San Antonio

2.8   *Named buildings/museums*

If a heading is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum or not. If it is a museum, treat it as a Group 1 heading and establish it accordingly; if not, treat it as a Group 2 heading and have it established as a subject authority record as directed in the guidelines for Group 2 headings in 1.3 below.

> 110 2# $a Albrecht-Dürer Haus

(*museum—Group 1*)
110 2# $a Simson African Hall (California Academy of
Sciences)
(*building—Group 2*)

2.9   *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

2.10   *Railroads*

Establish railroads in accord with the general principles for corporate name headings (AACR2, chapter 24). During the period 1984-1985, railroad headings were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad heading represented by an AACR2 name authority record should be accepted unless the item being cataloged shows another form, *and* the item is the railroad's own publication. In such cases re-evaluate the existing heading. At one time, railroads were represented by two separate headings, one for the company, which was tagged as a corporate heading, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for AACR2, search for the name both as a corporate body and as a topical subject heading.

3   GROUP 2—SUBJECT AUTHORITY GROUP: Headings always established according to subject cataloging guidelines (*Subject Cataloging Manual: Subject Headings* (SCM:SH)); the authority record resides either in the subject or name authority file

N.B. This section of the DCM is given primarily for information: the responsibility for the establishment and maintenance of Group 2 headings rests entirely with those performing subject cataloging. See *Subject Cataloging Manual: Subject Headings*, H405.

3.1   **Characteristics**

The headings in this group reside in the subject authority file whenever they are established and used only for subject purposes. Those that are tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises (cf. Z11.1.2b). These headings then reside in the name authority file whenever they are established according to subject cataloging guidelines for the name authority file because of a need for one as a descriptive cataloging access point, or whenever they are needed for such a purpose after having been established only for subject purposes. When these headings are established, they are established according to AACR2, but also reflect subject cataloging policy, the most noteworthy aspects being the following:

a)   The 4XX reference structure reflects subject cataloging practice. Linking references to old catalog headings are not used except for records residing in the name authority file and if supplied for subject cataloging purposes at the time the heading is requested to be established for descriptive cataloging use. (At the point Group 2

headings go into the name authority file, they must also carry the descriptive cataloging reference structure.)

b)   Most headings will contain local place-name qualifiers.

c)   Records residing in the name authority file will also contain a 667 field with the notation: Subj Cat Manual/AACR2. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of CPSO. Catalogers should then refer changes to CPSO, rather than initiating the changes themselves.

3.2   Use of these headings in descriptive cataloging

Note the following:

a)   If the heading is in the subject authority file but not represented in the name authority file, request CPSO to move the heading. Send the item to CPSO with the regular orange referral slip (form 6-127) showing the request.

b)   If the heading is represented in the name authority file and coded AACR2, use that form whether or not it conforms to the characteristics described above in 3.1 but barring any change *to the heading* that might be stimulated by the item being cataloged; if the item stimulates a need to change the heading, refer the matter to CPSO for evaluation and related actions (as in a) above).

c)   If the heading is represented in the name authority file but not coded for AACR2, refer the matter to CPSO for evaluation and possible change and related actions (as in a) above).

d)   If the heading is not represented in an authority file, establish it according to the guidelines in SCM:SH.

GROUP 1—NAME AUTHORITY GROUP HEADINGS

(Named entities always established according to descriptive cataloging guidelines and always residing in the name authority file)

Category	MARC 21 tag
Abbeys	110
Academies	110
Airplanes, Named	110
Airports[2]	110
Almshouses	110
Aquariums, Public[3]	110
Arboretums[3]	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens[3]	110
Broadcasting stations	110
Cathedrals	110
Cemeteries[4]	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections[5]	151
Collective settlements[6]	151
Colleges	110

Category	MARC 21 tag

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[2]See 2.2

[3]See 2.3

[4]See 2.4

[5]See 2.5

[6]See 2.6

Category	MARC 21 tag
Comic strips[7]	130
Communes[6]	151
Competitions[8]	111
Computer programs and software [7]	130
Concentration camps[4]	110
Concert halls	110
Conservation districts[6]	151
Contests[8]	111
Convents	110
Correctional institutions	110
Country clubs[4]	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesiastical principality)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events[8]	111
Exhibitions[8]	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions[8]	111
Factories	110
Fairs[8]	111
Festivals and celebrations[8]	111
Folk festivals and celebrations[8]	111
Forest districts	151
Funds	110
Funeral homes, mortuaries	110
Galleries	110
Games (Events)[8]	111
Halfway houses	110
Herbariums[3]	110
Hospitals	110

Category	**MARC 21 tag**
Hotels	110

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[7]Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

[8]See 2.7

	Individual works of art	100, 110, 130
	Jurisdictions, Ancient (other than cities)	151
	Laboratories	110
	Libraries	110
	Library districts	110
	Markets	110
	Military installations	151
	(Active; also all after 1899)	
	Monasteries	110
	Morgues	110
	Mosques	110
	Motels	110
	Motion pictures	130
	Museums[9]	110
	Night clubs	110
	Nursing homes	110
	Observatories	110
	Old age homes	110
	Opera houses	110
	Orphanages	110
	Parades[8]	111
	Park districts[6]	151
	Planetariums[3]	110
	Plans (Programs)[10]	110
	Poorhouses	110
	Port authorities	110
	Prisons	110
	Projects, plans, etc.[10]	110
	Public celebrations, pageants, anniversaries[8]	111
	Publishers' imprints	110
	Pueblos	151
	Races (Contests)[8]	111
	Radio programs	130
	Railroads	110
	Recreation districts[10]	151
	Religious denominations	110
	Research stations	110
	Restaurants	110
	Sanitoriums	110
	Sanitation districts[6]	151

Category	MARC 21 tag
Satellites, Artificial	110
School districts	110

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[9]See 2.8

[10]See 2.9

Schools	110
Service stations	110
Ships	110
Shipyards	110
Shows (Exhibitions)[8]	111
Software, Computer[7]	130
Sound recording labels	110
Space vehicles	110
Sporting events[8]	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments[8]	111
Tribes (as legal entities only)	110
Truck stops	110
Undertakers	110
Universities	110
Utility districts[6]	151
Water districts[6]	151
Works of art, Individual	100, 110, 130
Zoological gardens[3]	110

GROUP 2—SUBJECT AUTHORITY GROUP HEADINGS
(Named entities always established according to subject cataloging guidelines
and residing in either the name or subject authority file)

Category	MARC 21 tag
Amusement parks	151
Apartment houses	110
Arenas	110
Armories	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151

Category	MARC 21 tag
Building details	150

Category	MARC 21 tag
Buildings, Private	110
Buildings occupied by corporate bodies[9]	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles[8]	110
Celestial bodies	151
Cities, Extinct (Pre-1500)[11]	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110
Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings[9]	110
Estates	151
Events[12]	150
Exhibition buildings	110
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests	151
Fortresses (Structures)	151
Fountains	150
Gangs	150

Category	**MARC 21 tag**
Gardens	151
Gates	150

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[11]For instructions on establishing and applying headings for extinct cities, see SCM:SH H715.

[12]Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

	Golf courses	151
	Grain elevators	110
	Gymnasiums	110
	Hazardous waste sites	151
	Highways	151
	Historic sites	
	(Including historic districts not in cities)	151
	Immigration stations	110
	Islands, Non-jurisdictional	151
	Land grants	151
	Lighthouses	110
	Manors	110
	Mansions	110
	Market buildings	110
	Military installations	151
	(Before 1900 *and* inactive)	
	Mine buildings	110
	Mines	151
	Mints	110
	Monuments (Structures, statues, etc.)	150
	Music halls	110
	Office buildings	110
	Official residences	110
	Palaces[9]	110
	Parks	151
	Pavilions	110
	Playgrounds	151
	Plazas (Open spaces, squares. etc.)	151
	Police stations	110
	Pools, Public	151
	Ports (Physical facilities)	151
	Post offices	110
	Power plants	110
	Presidential mansions	110
	Public comfort stations	110
	Racetracks	110
	Railway stations	110
	Ranches	151
	Recreation areas	151
	Refugee camps	151
	Reservations, Indian	151
	Reserves (Parks, forests, etc.)	151
	Resorts	110
	Roads	151
	Rooms	150

Category	**MARC 21 tag**
Sanitary landfills	151
Satellites (i.e., moons)	151

Schools of artists	150
Shopping centers	110
Shrines (*not* churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150
Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151

APPENDIX 2: CANADIAN HEADINGS |

Canadian Headings

LC/LAC Cooperative Agreement

Through a cooperative agreement between the Library of Congress and the Library and Archives, Canada (LAC), all headings for Canadian corporate bodies used in current cataloging must be in the LAC authorized form. The LAC form for personal names will be accepted for some personal names used in cataloging materials with Canadian imprints. In the interest of efficiency, both corporate and personal names may be accepted from information found in Canadian CIP data or access points on current LAC bibliographic records without further searching.

LAC Authority File (AMICUS)

Access to the AMICUS database authority file is provided to LC catalogers through Z39.50 access as a remote database feature in the LC ILS. PCC catalogers may access the LAC authority file via AMICUS web through their local internet browser. Both LC and PCC catalogers must search the AMICUS authority file to find the LAC approved form of the heading when this form is needed in cataloging of Canadian imprints and it is not available elsewhere, e.g., Canadian CIP data or access points on current LAC bibliographic records. When the AMICUS file is searched and a needed heading found, LC catalogers will import the LAC authority record according to the appended "LAC Name Authority Record Adapt Procedures for LC catalogers." PCC catalogers will use the information found as instructed in the following guidelines incorporating the information in the appropriate MARC data fields for authority records as usual.

When there is no need to search the AMICUS file, such as when Canadian CIP data is available, both LC and PCC catalogers will create an authority record as usual taking into consideration the guidelines outlined in the following sections.

PCC catalogers must contact the Cooperative Cataloging Team (Coop) in the Regional and Cooperative Cataloging Division (RCCD) to have Canadian corporate headings verified by LAC only when these headings are not found in Canadian CIP data, access points on current LAC bibliographic records or in the AMICUS authority file or bibliographic database. LC catalogers may contact LAC for verification of corporate name headings when these are not found via their LAC Liaison in their Division (cf. List). Both LC and PCC catalogers will create an authority record for LAC corporate headings based on the information supplied directly by LAC or by the Coop Team according to the guidelines outlined in the following sections.

1. General Overview.

1.1. Personal Name Headings:

LC catalogers: Headings for personal names are taken preferably from Canadian CIP data printed in the book. Personal names may also be taken from access points found on current LAC issued bibliographic records, including those found in the AMICUS database at url: http://www.collectionscanada.ca/amicus/ If the access point on the LAC bibliographic record or the Canadian CIP data is not clear, appears to need updating, or there is no CIP data available, search the AMICUS authority file. If the name is not found it is not necessary to ask LAC to establish a personal name heading; establish the personal name based on the information in the item, etc. as per usual.

PCC catalogers: Follow the guidelines above, if the personal name heading is not found no further LAC verification will be sought; establish the personal name based on the information in the item and the guidelines provided in Section 2 of this document.

1.2. Corporate Name Headings:

LC catalogers: New Canadian corporate names may be established from Canadian CIP data or from headings found on access points on current bibliographic records issued by LAC.   New Canadian corporate names not found in these two sources and corporate names not yet coded for AACR2 or coded AACR2 but lacking LAC verification or which are in conflict, must be verified by searching the AMICUS database. If the corporate name is not found in the AMICUS database, it will be necessary to ask LAC to supply the form of the heading and any attendant cross references.

PCC catalogers: New Canadian corporate names may be established from Canadian CIP data or from headings found on access points on current bibliographic records issued by LAC (as found in the bibliographic utilities or by searching the AMICUS database). New Canadian corporate names not found in these sources and corporate names not yet coded for AACR2 or coded AACR2 but lacking LAC verification, or which are in conflict must be verified by searching the AMICUS database. If the corporate name is not found in the AMICUS database, the Coop liaison will ask LAC to supply the form of the heading and any attendant cross references. The PCC participant will create a NAR based on this information following the usual NACO procedures.

 Alternatively, PCC participants may create the corporate name heading (keeping in mind the procedures outlined in Section 3 of this document) and contribute it to the national authority file and afterward notify their Coop liaison of the need for LAC verification. The PCC participants follow this course of action with the understanding that they may need to make modifications to the heading, etc. after their Coop liaison consults LAC.

1.3. Conference Name Headings:

Use judgment in considering meetings held in Canada as "Canadian." For example, if an international conference happens to meet in Canada, it is not necessary to verify its heading according to these instructions.

1.4. Geographic headings:

The LAC form of the geographic headings will be used without modification (cf. LCRI 23.2) When a geographic heading is not found in Canadian CIP data, access points on current LAC bibliographic records, or by searching the AMICUS authority file LAC must be contacted in order to verify the form of the name.

1.5. CIP Cataloging:

When a Canadian corporate heading is needed for a CIP item and the heading is not found in the AMICUS database, LC cataloger's will create a NAR based on the information in the item, etc. save it to the database and then send a message to LAC for verification of the name.

1.6. Contacting LAC:

LC catalogers: LAC may be contacted through the LAC Division Liaison (cf., Section 9) or through the LAC Liaison in the Coop Team in RCCD. Catalogers should send an e-mail with the name in the exact form in which it appears on the publication(s), including any hierarchical information which may be available, give the date of the publication and, whenever possible, the source of the name, e.g., "t.p.," "incl. in title," "preface."

PCC catalogers: Participants will continue to request verification of LAC corporate names as needed. Participants may send an e-mail with the name in the exact form in which it appears on the publication(s), including any hierarchical information which may be available, give the date of the publication and, whenever possible, the source of the name, e.g., "t.p.," "incl. in title," "preface," or the information may be faxed, etc.

The Coop liaison will contact LAC for verification of corporate name headings and subsequently return the information to the PCC participant for further processing. The Coop liaison will not adapt the LAC heading for inclusion into the LC Database on behalf of the external user nor should the LAC MARC identification code be used in the 040 of the name authority record created by the PCC participant.

2. Guidelines for Establishing Canadian Personal Names.

The LAC form is used for personal name headings on bibliographic records for items with Canadian imprints (i.e., the name of a Canadian city appears as the primary (first) place of publication) in the following cases:

> **A**. The heading is being newly established;
> <u>or</u>,
> **B**. The heading has been established but the AACR2 form has not yet been assigned, and the current form is not the AACR2 form that would be assigned based on information in the database being cataloged against (i.e., accept the LAC form instead of formulating an LC/PCC form)

2.1. Sources for personal name headings:

Canadian CIP data:

General: Look for the LAC form of heading in the Canadian CIP entry in the book. If found, create an NAR as usual, giving as the first 670 the title of the item being cataloged and cite the Canadian CIP entry in the 670 "Sources found" field. Cite also the Canadian CIP entry as part of the same 670, even if the information is exactly the same:

e.g.: Social inequality, c1984: t.p. (Edward G. Grabb) Can CIP (Grabb, Edward G.)

> **LC catalogers**: If there is no Canadian CIP, search the AMICUS authority file. If the heading is found in the AMICUS authority file, import the record, editing it according to the "LAC Name Authority Record Adapt Procedures for LC Catalogers."

> **PCC catalogers:** If there is no Canadian CIP, send a message to the Coop liaison to execute an AMICUS search for the name in question. If information is found the liaison will return the information to the participant who will create the authority record as usual, based on the information supplied by the Coop Team. Cite the AMICUS database search according to the guidelines in DCM Z1, 670 field (e.g., LAC database, date $b hdg.:_____)

General: If the LAC form is not found in these sources, establish the name according to usual procedures. Do not refer the name to LAC for special verification. Cite LAC and the date of the search in the 675 "sources not found" field.

Note: CIP data may be found to be incorrect. Catalogers should use judgement in determining if additional searching is needed and/or if the heading should be accepted "as is."   In the interest of efficiency a quick decision is encouraged; however, do not query LAC on the form of the heading. If necessary establish the name according to

usual LC practice and record the LAC form in a 670 citation.

Access points on current LAC bibliographic records:

General: If the heading being formulated is found as an access point on a current LAC bibliographic record, catalogers may create an NAR based on that information. If the LAC bibliographic record is the same item being cataloged give as the first 670 the title of the item with subfield $b information as per usual. If the heading on the same titled LAC bibliographic record contains a date, fuller form of name, etc. not found in the item-in-hand use judgement in formulating a cogent citation.

670 $a When the fat man sings, 2002: $b t.p. (Liz McKeen) LAC hdg. (McKeen, Liz, 1952-)

If it is not the same, cite the LAC heading in a second 670 citing the form of the heading and the usage found in the 245 subfield $c of the bibliographic record, as per usual.

670 $a OCLC database, date $b (LAC hdg: Grabb, Edward G.; usage: Edward G. Grabb)
or
670 $a AMICUS database, date $b (LAC hdg: Grabb, Edward G.; usage: Edward G. Grabb)

2.2. Conflict with another personal name:

If the form found in the AMICUS authority file or in the Canadian CIP would conflict with another heading, do not use it. Instead, establish the name according to usual LC practice and record the LAC form in a 670 citation.

2.3. LC heading in LC database for Canadian personal name:

If the existing LC heading matches the LAC heading except that the LAC heading includes a date, accept the existing LC heading as the AACR2 form, i.e., do not change the heading to add the date, and vice versa. (Dates added to personal name heading are additions to the heading and are not considered when comparing forms)

Note: When establishing a new heading and the LC or PCC cataloger has date information but there is no conflict, do not include the date whenever the LAC form does not show this addition.

2.4. Personal Name References:

For personal names, accept LAC references without justification; however, assure that these are formulated according to current LC conventions and practices (cf. DCM Z1, LCRIs Chapter 22 and 26, etc.). Justify any references generated by new cataloging as per usual.

3. Guidelines for Establishing LAC Corporate Names.

3.1. Capitalization/Punctuation:

 If the LAC form differs from the LC/PCC AACR2 practice for capitalization or punctuation, accept the LAC form.

3.2. Conferences:

 LAC establishes ongoing conferences with qualifiers for each individual conference. Delete these qualifiers and establish one authority record for the series of conferences (cf. LCRI 24.7B).

3.3. Corporate names exceptions:

If LAC indicates that the name is not a corporate body (e.g., a plan, a project) establish the heading according to the usual LC/PCC practice. Record the LAC decision in the 670 field.

LAC treats the Religious Society of Friends as a corporate body but LC treats it as a subject heading. LC/NACO practice is to establish Society of Friends "meetings," etc., directly under their own names whereas LAC establishes these entities subordinate to "Society of Friends." LAC has agreed that LC/NACO libraries do not have to contact LAC for Canadian corporate bodies associated with the Society of Friends.

3.4. French vs. English:

 LC/PCC practice is to establish Canadian corporate names in English whenever possible, the exception being headings for Québec corporate names which LC establishes in French. LAC practice is to establish all corporate headings in both English and French whenever possible–meaning that the two forms appear on works they have in hand. This means for many headings, there are separate and complete authority records in the English form and in the French form. There may also be some headings with a combination of the French and English. It is always necessary to search for the English

form in the AMICUS database for use in establishing the heading.

3.5. Canadian Corporate Headings for Québec:

In 1974 the government of Québec established French as the sole official language of the province. As a result, for LC/PCC, English headings for Québec government bodies are obsolete for the period that begins with the change of official language. For publication issued through the end of 1974, an English heading is proper. For publications issued 1975- , use a French heading.

LAC verifies two heading for bodies that existed before and after the 1974/75 dividing line: an English one (through 1974) and a French one (1975-)

In the case of headings for non-government bodies in Québec, also accept LAC's verification in French (even, for example, if the work being cataloged is in English). There are some purely English-language private bodies in Québec, and LAC verifies these in English. For those verified in French that cross the language policy divide, apply the provisions given above for government bodies.

If the French form is chosen as the appropriate heading and it includes a qualifying term that has been given in French, change the qualifying term to the English term given in the LAC English equivalent heading. (In such cases the heading will be a "combination" of the French and English LAC headings.)

If a corporate name in French contains the diphthong "oe" which appears in the LAC form as separate letters rather than as a ligature, use the LAC form in the heading.

N.B. The system of counties no longer exists in Québec; the term Comté has been replaced by the new division Municipalité regional de comté.

3.6. Source for corporate name headings:

The AMICUS authority file is the source for establishing name headings for Canadian corporate bodies not found in Canadian CIP data or on access points on current bibliographic records (see Section 2.1 "Sources for Personal Name headings" for examples of 670 citations for headings created based on these sources)

> **LC catalogers**: If a corporate name hading is not found in the two sources above, or if the heading found appears to need updating or presents some other complication, search the AMICUS authority file through the Z39.50 access in the LC ILS. If a record for the heading is found, import the record, editing it according to the "LAC Name Authority Record Adapt Procedures for LC

Catalogers." If a record is not found, send a request to LAC to establish the heading for LC use (cf. 1.5).

PCC catalogers: If a corporate name heading is not found in the two sources above, or if the heading found appears to need updating or presents some other complication, search the AMICUS authority file, if the name is not found in the AMICUS authority file contact the Coop liaison for verification of the heading by LAC (cf. 1.5). Create the authority record as usual, based on the information supplied by the Coop Team. Cite either the AMICUS database or LAC according to the guidelines in DCM Z1, 670 field (e.g., LAC database, date $b (hdg.:_____) or LAC, date $b (hdg.:_____))

3.7. Corporate Name References:

Trace "see" references found on LAC NARs or as provided by LAC unless incompatible with other existing entries; trace "see also" references given by LAC according to normal guidelines (cf. LCRI 26.3B-C). **Justification of these references is not necessary** (cf. DCM Z1).   If a subfield $w is found on a LAC NAR; analyze the reference to determine if this subfield is needed. Delete or adjust the subfield (or the reference) if it does not follow the current conventions in the *MARC 21 Authority Format* blue pages or the current cataloging policies.

Earlier/Later: When making connections between earlier and later corporate names, LAC formerly used simple "see also's," (no subfield $w coding used). If using an older LAC record, and If information is available, code the references earlier/later per LC practice.

Additional references may be given if required, justified according to normal practice.

4.1 Other general considerations:

Uniform titles (including series) are exempt from the LC/LAC agreement.

When modifying an existing LAC name authority record (i.e., 040 = $a CaOONL $b eng $c CaOONL $d DLC) which may contain MARC fields not generally created by LC/PCC catalogers (e.g., 016, 042, 7xXs) **do not delete** any of these fields unless these are found to contain errors.

Introduction

The Library of Congress (LC) Guidelines for MARC 21 authority records are intended to be used in conjunction with the *MARC 21 Format for Authority Data* (Washington, D.C.: Library of Congress, Cataloging Distribution Service, 1999-). They were prepared by the Cataloging Policy and Support Office and the Cooperative Cataloging Team in the Regional and Cooperative Cataloging Division and are based on previous editions compiled by the Network Development and MARC Standards Office.

Scope of LC Guidelines

The LC Guidelines present information relating to two areas of usage in authority records: 1) usage pertaining to records contributed to the Library of Congress authority files by participants in the Name Authority Cooperative (NACO) or Subject Authority Cooperative (SACO) programs; and 2) usage pertaining to authority records created by the Library of Congress including those contributed by LC catalogers. Records include name, series, and subject authority records. The guidelines were developed from various internal and published documents, including the *MARC 21 Format for Authority Data* 1999 base text with Updates No. 1 (Oct. 2000) through No. 4 (Oct. 2004), the most recent editions of the *NACO Participants' Manual* (Washington, D.C., Library of Congress, Cataloging Distribution Service), and the *SACO Participants' Manual* (Washington, D.C., Library of Congress, Cataloging Distribution Service).

Direction for use of LC Guidelines

The LC Guidelines for authority records should be used by LC catalogers and institutions participating in NACO or SACO and creating authority records to be added to the Library of Congress authority files. The guidelines may also be used by institutions that need or want to know special LC practice in authority records. As already mentioned, these guidelines are intended to be used in conjunction with the *MARC 21 Format for Authority Data*. Data requirements that are not specific to NACO or SACO and/or LC are presented only in the main text of the authorities format.

NACO/SACO participants and Library of Congress staff creating authority records must also apply the appropriate procedures presented in various LC cataloging documents (e.g., the LC *Descriptive Cataloging Manual (DCM)*, and the *Subject Cataloging Manual: Subject Headings (SCM)*). Cooperating institutions may also refer to the *NACO Participants' Manual* and the *SACO Participants' Manual.*

Organization of LC Guidelines

The guidelines pages may be filed at the end of the main text of the field to which they apply in the authorities format or in a separate binder. Each guidelines page is marked at the top with the title of the MARC 21 format section (usually a three-digit field tag) to which it applies.

NACO usag**e** and **SACO** usage sections are given first, with a list of data elements receiving special treatment and explanatory text where appropriate. When there is no special NACO and/or SACO usage, any data requirements detailed in the main text of the Authority format are still applicable.

LC usag**e** follows **NACO/SACO** usage sections. The LC Usage section is also divided into subsections on Name/Series usage, and Subject usage, as appropriate. Some LC usage may be more restrictive than that prescribed for NACO and SACO participants. NACO and SACO participants may not be restricted necessarily from using specific data elements even though LC does not use them. These differences are noted when they occur.

024   Other Standard Identifier

NACO:

 Do not use this field.

SACO:

Do not use this field.

LC:

NAMES/SERIES:

Do not use this field.

SUBJECTS:

Do not use this field.